

SUMMONS

You are summoned to appear for **JURY SERVICE** on the date, time, and place indicated on the reverse. **Bring this summons with you.**

ONE-DAY or ONE-TRIAL

California has a **one-day or one-trial** term of jury service. This means that a trial juror serves for one day or for the duration of one trial. Statewide, the majority of jurors serve for just one day. Most trials are completed within one week.

EMPLOYER RETALIATION

State law prohibits discrimination or retaliation against an employee for taking time off to serve as a juror.(California Labor Code, section 230 (a))



RESPONSE FORM

Please complete the sections below only if you are requesting a postponement or an excuse or are not qualified. Tear along the perforation and insert this form, along with any attachments, in the envelope provided. A relative or caretaker may complete this form for you if you are unable.

If you are qualified and are NOT requesting a postponement or excuse, bring this entire form with you.

You will be notified ONLY if your request is denied.

JUROR INFORMATION — Complete the following:

Phone: Home () Work ()

Email:

Employer: Occupation:

I work full time ☐ part time ☐

My employer pays for jury service ☐ Yes ☐ No If yes, number of days:

I am a government employee: ☐ Yes ☐ No ☐ This person is deceased.

REQUEST FOR POSTPONEMENT

Turn page over to find out how to request a “POSTPONEMENT” by phone and/or by Web site.

A. ☐ I request a postponement of jury service to the following date (may request up to 6 months from summons date): / /

MO DATE YEAR

B. ☐ I am a mother who is breastfeeding a child and I request a postponement of jury service to the following date (may request up to 1 year): / /

MO DATE YEAR

(California Rules of Court, rule 859)

NOT QUALIFIED — I am not qualified to serve as a juror because:

C. ☐ I do not have sufficient knowledge of the English language.

LANGUAGE SPOKEN: YEARS IN THE U. S.:

Turn page over and follow directions on other side.

D. ☐ I am not a citizen of the United States. I am a citizen of:

COUNTRY PASSPORT OR ALIEN CARD NUMBER

E. ☐ I am not 18 years of age or older. Date of birth: / /

MO DATE YEAR

F. ☐ I am not domiciled in the State of California.

Provide photocopy of military order or other document specifying domicile.

G. ☐ I am not a resident of this county.

Complete the “ADDRESS CHANGE” above, sign below and return in the enclosed envelope.

H. ☐ I have fulfilled my service obligation as a Grand Juror or Trial Juror in the past 12 months or I am currently serving or am already scheduled to serve as a Grand Juror or Trial Juror.

COURT NAME SERVICE DATE / /

MO DATE YEAR

I. ☐ I have been convicted of a felony or malfeasance in office and my civil rights have not been restored.

COURT NAME

J. ☐ I am now under conservatorship. COURT NAME

K. ☐ I am a peace officer as defined in sections 830.1, 830.2(a)–(c) or 830.33(a) of the Penal Code.

AGENCY NAME BADGE NUMBER

ADDRESS CHANGE — Complete the following information ONLY if different from the preprinted name and address on this summons.

First Name: Middle:

Last:

Address 1:

Address 2:

City: State: ZIP:

REQUEST TO BE EXCUSED — I am unable to serve as a juror because:

L. ☐ I have a physical or mental disability or impairment.

If you are age 70 or over, please describe your disability or impairment:

DATE OF BIRTH / /

MO DATE YEAR

If you are under age 70, you must enclose a signed, written statement describing your disability or impairment signed by your physician. The statement must also include the physician’s medical license number. Turn this page over to find out if a court form is available or required.

M. ☐ Jury Service will cause an extreme financial hardship.

Number of dependents I support

Monthly household income: \$ (Include salaries, wages, alimony, public benefits, etc., of all household members.)

Please describe your **extreme** financial hardship below. Not being paid by your employer or being self-employed will be considered but does not mean that you will be automatically excused.

N. ☐ I have a full-time, non-professional obligation to provide care for a child, elderly, sick or disabled person and alternative arrangements are not possible during court hours. (860(d)(7) of the California Rules of Court)

Age(s) of person(s) cared for:

Your relationship to person(s) cared for:

Type of care you provide:

O. ☐ I have no means of transportation to the court and/or my travel time exceeds 1 1/2 hours from home to court.

Excuses from jury service for lack of transportation will **not** be given in certain jurisdictions. Turn page over to find out if the court grants excuses based on lack of transportation.

I certify under penalty of perjury, under the laws of the State of California, that the information on this form is true and correct (Code of Civil Procedure section 2015.5).

If the person signing is not the prospective juror, please indicate your relationship to the prospective juror next to your signature.

Signature: City/State: / /

MO DATE YEAR

FPO OCR

BADGE NUMBER: 001495454
REPORT DATE: October 23, 2004
GROUP NUMBER: 0001
SUPERIOR COURT
COUNTY OF SAN FRANCISCO, CA
BRING ENTIRE FORM WHEN YOU REPORT

JUROR BADGE

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN FRANCISCO

Summons for Jury Service

ADDRESSEE
1234 STREET NAME
TOWN, CA 90000-1000

FPO OCR

SUMMONS

You are summoned to appear for **JURY SERVICE** on the date, time, and place indicated below. Bring this summons with you.

Failure to respond to this summons will subject you to a fine, a jail term, or both.

JURY SERVICE INSTRUCTIONS

YOUR JURY SERVICE BEGINS THE WEEK OF: _____

LOCATION: Civic Center Courthouse, Jury Assembly Room 007
400 McAllister Street, San Francisco, CA 94102


You may be required to appear anytime during the week of your jury service. For information on when you are required to appear, follow the telephone OR web-site reporting instructions below EVERY DAY for the duration of your jury service.

TELEPHONE REPORTING INSTRUCTIONS: Call 415-551-3608 after 5 PM on the Friday before your summons date for your reporting instructions. You will need your BADGE NUMBER (located on the top-left corner of this summons) to access this automated system.

WEB-SITE REPORTING INSTRUCTIONS: Log on to www.sfgov.org/juryduty after 5 PM on the Friday before your summons date for your reporting instructions. You will need your three (3) digit GROUP NUMBER (located on the top-left corner of this summons) to access the GROUP INFORMATION. The web-site information is available 24 hours a day.

IF YOU DO NOT SPEAK OR UNDERSTAND ENGLISH, you MUST call 415-551-3609 within seven (7) days of receiving this summons and make an appointment to be interviewed. Bring this form with you when you come for your appointment.

POSTPONEMENT: Jury service may be postponed one time. You MUST call 415-551-3608 at least five (5) business days before the week of your jury service. You will need your BADGE NUMBER (located on the top-left corner of this summons) to access the system. You may postpone your jury service for up to six (6) months from the date of this summons. No postponement will be granted on the date you report for jury service except in emergencies.

 **PERSONS WITH DISABILITIES,** and those requiring hearing assistance, may request accommodations by contacting the Court within seven (7) days of receiving this summons. Call 415-XXX-XXXX.

Superior Court of California

COUNTY OF SAN FRANCISCO
CIVIC CENTER COURTHOUSE
400 MCALLISTER STREET, JURY ASSEMBLY ROOM 007
SAN FRANCISCO, CA 94102

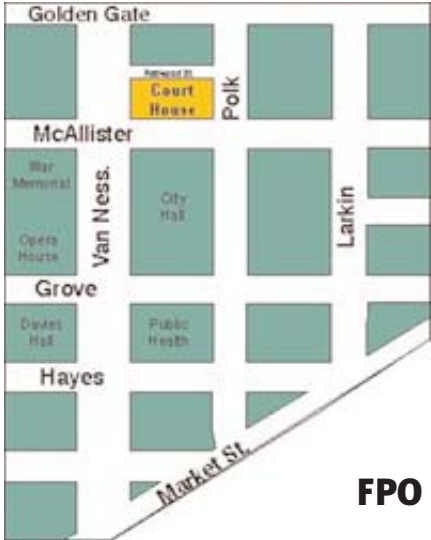
DIRECTIONS: The Civic Center Courthouse at 400 McAllister Street is located at the corner of McAllister and Polk Streets, one (1) block east of Van Ness Avenue and three (3) blocks north of Market Street.

PARKING: Parking is NOT provided for jurors and the Court does not reimburse parking fees. For information on parking garages visit the Court's web-site www.sfgov.org/juryduty or call 415-XXX-XXXX. Please contact MUNI at 415-673-6864 and/or BART at 415-989-2278 for information on public transportation.

The Superior Court of San Francisco does not grant excuses from Jury Service due to lack of transportation.

Visit our Web sites for more information.
LOCAL COURT WEB SITE: www.sfgov.org/juryduty

CALIFORNIA COURTS WEB SITE: www.courtinfo.ca.gov/jury/



Superior Court of California
County of San Francisco
400 McAllister Street, Jury Assembly Room 007
San Francisco, CA 94102

Insert OCR Code here

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CODE 0000

**BE SURE THE COURT'S ADDRESS APPEARS
IN THE WINDOW OF THE REPLY ENVELOPE**

Superior Court of California
County of San Francisco
400 McAllister Street, Jury Assembly Room 007
San Francisco, CA 94102

ADDRESSEE
ADDRESS
CITY, CA ZIP